


INSTRUCTIONS for filling up the School Summary Form

Thank you for registering for 

We request you to carefully read and follow these instructions which will help us process your registration quickly and in an error-free manner.

General Instructions:

1. Retain a copy of this form while submitting the original to Educational Initiatives (EI).
2. The last date for submitting the form is as follows:

Registration	Last Date
Registration date with advance payment	March 1st, 2010
Final Registration for Summer Round	July 7th, 2010
Final Registration for Winter Round	September 30th, 2010

3. A test administration fee may be retained by the school to cover test administration expenses including invigilation charges, DD charges, courier/postage charges, etc as prescribed below.
4. Please mention the school code (provided by EI if the school has taken ASSET earlier) in the space provided on the top right corner. Schools registering for the first time may leave the school code blank.
5. Students should be charged Rs. 350 for the 3 core subjects and Rs. 135 each for the optional subjects (Social Studies and Hindi).
6. Rs. 5,000 from the advance payment will be deducted if the test is cancelled or if the number of participating students falls below the eligibility slab.
7. Full payment should be credited to our bank account so that we can ship the papers on time.

Item-wise Specific Instructions:

Item No.	Special Instructions
1.	Please fill the school name legibly in the blocks provided writing one letter per block. Leave a blank box between each word. The school name will appear on all certificates as written here, followed by the town name in brackets.
4.	You will receive communications, automatic updates and dispatch details if you give an e-mail address.
11.	Participation in the Advance Registration Opportunity has to be full class or full school only. Optional participation is not allowed in the Advance Registration Opportunity.
12.	The test administration fee is calculated as a percentage of the total amount payable based on the number of students and date of registration. Use the table below to calculate the amount to be retained by the school as the test administration fee.

TEST ADMINISTRATION FEE PERCENTAGES AND ARO BENEFITS

EARLY BIRD BENEFITS	STUDENTS REGISTERING FOR ASSET		
STUDENT RANGE	200-799	800 - 1599	1600 and above
TEST ADMIN FEE	10%	10%	15%
ADDITIONAL FREE BENEFITS FOR REGISTERING UNDER EARLY BIRD WITH 30% ADVANCE BEFORE MARCH 1st, 2010	Student Personalised Booklet (ASSET MyBook) + Test Generator for the full school or Classes participating in EMS for the year + AQAD via email + REP (2 visits) + Teacher Sheets (soft copy)	Student Personalised Booklet (ASSET MyBook) + [Test Generator for the full school or Classes participating in EMS for the year + AQAD via email + REP (2 visits) + Teacher Sheets (soft copy)] OR A Laptop worth Rs 25,000	Student Personalised Booklet (ASSET MyBook) + Test Generator for the full school or Classes participating in EMS for the year + AQAD via email + REP (2 visits) + Teacher Sheets (soft copy) AND A Laptop worth Rs 25,000

Please do not pay by cash or local cheque. You may pay by multi-city cheque, or demand draft or deposit the amount directly into the Educational Initiatives Pvt. Ltd. ICICI Bank account No. 006405000246 in any ICICI Bank branch in your city. Multi-city cheques and demand drafts must be drawn in favour of "Educational Initiatives Pvt. Ltd." (payable at Ahmedabad).